



Office of the City Clerk

Weekly Report – for Week Ending May 25, 2018

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Administrative Services Division

Human Resources staff facilitated three training sessions for the Mayor' Office on Workplace Violence Prevention and Active Shooter Response. A training schedule is being coordinated to conduct these trainings for all Council Offices as well.

Human Resources is also currently facilitating the hiring process for 7 new positions for the Cannabis Regulation Department.

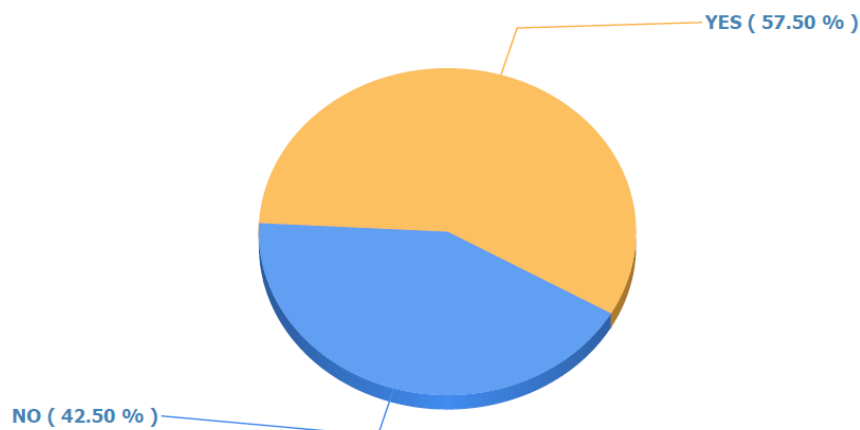
Elections

Neighborhood Council (NC) Elections

Staff administered the Westwood NC Subdivision Election on May 22, successfully opening two polling locations and assisting 3,485 At-Poll and Vote-By-Mail voters. The tally took place on May 23. Of the 1,891 Vote-By-Mail ballots sent to voters for this election, 1,422 were returned, a return rate of 75%.

The unofficial results below indicate that the Westwood North Neighborhood Council will be subdivided from the Westwood Neighborhood Council.

QUESTION	COUNT	PERCENTAGE
YES	2004	57.5 %
NO	1481	42.5 %
TOTAL	3485	



The VBM application periods for the Historic Cultural and the Wilshire Center Koreatown NC Subdivision Elections continue. As of Tuesday, staff had processed 23 and 1,617 VBM applications, respectively.

In-House Elections

The run-off election for Employee Member of the LACERS Board of Administration took place on May 18, and the official tally was held on May 22. Staff tallied 3,603 ballots.



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Neighborhood and Business Improvement Districts (BIDs)

The renewal process began this week for the BLQ-Pico, Historic Core, and Melrose BIDs.

The Brentwood 2018 Annual Planning Report was approved in City Council.

The LA Fashion District BID held its annual stakeholders meeting on Thursday, May 24.

Neighborhood Council (NC) Funding

To date, the NC system has spent just over 73% of its \$4.2M annual budget allocation.

The month of May is the last opportunity for NCs to take action to approve funds towards grants, events and community improvement projects. We have reminding all NCs of the key “end of fiscal year” deadlines to utilize unspent funds. While monthly spending averages hover around \$90,000, the NCs have spent over \$150,000 this week alone.

Four NCs currently have their funds frozen.

Financial Officer training was held on May 8 at City Hall for participants from Sunland Tujunga and East Hollywood NCs.

Records Management

The City Archivist assisted El Pueblo Historic Monument in conducting their third annual Avila Adobe Wine Celebration <https://www.facebook.com/events/925858190914212/>, which was covered by LA This Week <https://www.facebook.com/michael.holland.7583/videos/10155747160868165/UzpfSTE0Njg1MDIwMjg6MTAyMTYxMzg3ODQ5NzAyMTQ/>.

Systems

Specialized graphic hardware has been setup for the Election Outreach Section. This section now has the tools to create professional production-quality materials for election outreach.

Staff automated the workflow of the Community Impact Statement that routes to the Office of the City Clerk. Prior to the automation, an impact statement is emailed and sent to this office along with supporting attachments. Staff manually scanned the email and its documents, then uploaded these onto the Council File Management System (CFMS) as public records. This new automated process uploads the files to CFMS without any user intervention. The automation saves 30-minutes of staff time per each impact statement that comes to this office.